



User Group Orientation Information with rules and recommendations

Camp Kulaqua is a wonderful place for many people to be able to experience the beauty of God's creation. We ask that the following guidelines and regulations be shared with your retreat group so that all guests, present and future, can experience the same beauty and relax while here.

General Guidelines

1. There is a variety of Lodging available at camp, and for the convenience of our guests, some of them include linens (with the exception of the dates between Memorial Day & Labor Day when linens can be arranged for on a limited basis). The Mini-Lodge & Rustic Cabin prices do not include linens, but linen packets can be rented with prior arrangement. Camp Kulaqua recommends that groups not involving families, assign the appropriate number of people to the lodging reserved for them, so that there is only one person per bed. Food service is also available only by prior arrangement with a guaranteed number of meals.
2. Please be sure to place all trash in the receptacles provided and look for items your group may have left behind when you are preparing to check out.
3. For the protection of the ecosystem, each group is responsible to see that wildlife, vegetation, etc. are protected from damage by members of their group. No trees, vegetation, Cypress knees, or the like are to be cut or removed.
4. Groups are responsible to pay for any damage to camp buildings, equipment, etc.
5. Due to the strong residual smell, cooking of fish is not allowed inside any of the residential housing or meeting facilities. Outside grilling or frying of fish is permitted on camp grounds.
6. All equipment brought to camp by a Group should be stored and handled safely. All personal belongings are the responsibility of each individual in case of loss or damage. Camp Kulaqua is not responsible for any missing items.
6. The camp is owned and operated by the Seventh-day Adventist Church. If your group is scheduled to use the camp over the weekend, we ask that your guests be aware of the following policy: From sundown on Friday until sundown on Saturday, the Sabbath is observed as stated in the fourth commandment. During this time, groups that are on the property are encouraged to have worship services and other meetings. Food service is provided for groups, along with nature and outdoor activities; ie: zoo & nature center, hiking, canoeing, scavenger hunts, Bible games, and a variety of other things that are conducive to a quiet worship atmosphere. Recreational sports, horseback riding, and swimming are not available. If you have any further questions about other activities during the Sabbath hours, please contact us.
7. The Seventh-day Adventist Church believes in a vegetarian or clean meat diet as per Leviticus, Chapter 11 and we would ask that no pork products or shell fish be prepared or served on camp property. If you have any further questions, please give us a call.
8. NO alcoholic beverages, narcotics, fireworks, or weapons of any kind including but not limited to knives, guns, and personal bows and arrows are permitted on camp property.
9. For the health and comfort of all of our guests, smoking is not allowed in any buildings or in public areas. The Seventh-day Adventist Church does not believe in smoking because we feel that it is an addictive habit that is bad for your health. If you are interested in help to stop smoking, please contact us at the office and we will put you

in touch with someone who can help you. In the meantime, we ask that there be no smoking in any of the buildings or at public areas. We have designated areas for those who feel they must smoke. Please check with Management for those locations, or you may smoke inside your private vehicle.

10. Day Groups – if you rent the Cafeteria as a meeting facility the following amenities are available to you: tables, chairs, trash cans (you provide liners), the in-house PA system (list provided in Price Sheet), and bathroom facilities. The Cafeteria's Kitchen Area (outlined in the floor plan) is not available for rental. This includes but is not limited to: the serving lines, the beverage area, the refrigerators, the cooking stations, and the wash stations. Please tie the trash bags and take out all trash your group creates and dispose of them in our dumpsters.
11. Camp Kulaqua offers a variety of housing options. There is family housing, and housing for girls, and guys.
12. We strongly encourage you not to bring a pet to camp. If you choose to bring a pet with you, it is not allowed in any building. You will be responsible for your pet while at camp and will be expected to clean up after your pet. All pets must be on a leash or in an appropriate cage or crate at all times. If the pet is brought into your lodging, you will be charged \$100.00 for special cleaning and spraying of the building when you leave. You will also be responsible to pay for any damages caused by your pet.
13. If guests leave things here and they wish to have them returned to them, it is most efficient to contact the Housekeeping Department. They can make arrangements to have it returned to the guest at the guest's expense. After 30 days, the camp reserves the right to dispose of any items that have not been claimed.
14. Please do not expect to use the swimming area of the spring unless prior arrangements have been made for a Camp provided certified Lifeguard to be on duty.
15. Insurance: All groups must be covered by liability insurance.
16. Check In & Check Out: Groups can expect to check into their housing after 3:00 PM unless prior written approval has been given. On the day of their departure, groups must move out of their housing by 11:00 AM but may remain on the camp to use the recreational facilities if space is available and arrangements have been made in advance.
17. To be courteous to others using the Camp, we ask that quiet time be observed after 11:00 PM.
18. Use of Camp facilities and all Camp activities are at your own risk.

Safety Regulations

All groups are advised of the following safety regulations:

1. Vehicle use:
 - A. Speed limits are posted around camp. The speed limit on the main road is 15 MPH and in the interior, congested part of camp it drops to 10 MPH.
 - B. Vehicle use is to be limited as much as possible in camp.
 - C. Only persons with a valid driver's license may drive any vehicle, including golf carts, on camp property.
 - D. Non-passenger vehicles: Individuals are not to ride in back of pick-ups, on trailers, on hoods, or any outside part of vehicles (including golf carts) not designed for passengers where seats are not attached to the vehicle.
 - E. Any non-camp owned motorized vehicles that are not license through the State for road use are prohibited from Camp, i.e. personal Golf Carts, ATV's, Scouters, Motorized Skate Boards, etc.
2. Shoes or sandals should be worn at all times, except at the spring waterfront or the River Ranch Water Park.
3. Shirts and shoes are required in the cafeteria, and all swim suits must be covered with appropriate clothing.

4. Group staff and guests should be made aware of potential natural hazards such as poison ivy, the presence of venomous snakes, alligators, ticks, and stinging insects.
5. Groups often share Camp Kulaqua with other groups. It is important that respect and courtesy be shown to all with reference to behavior, quiet times, meeting facilities, cafeteria facilities, and lodging.
6. All groups are advised to inform their staff of the following procedures in regard to intruders:
 - A. Report any unauthorized individual(s) to the main office or any Camp Kulaqua staff.
 - B. The ranger on-duty will be contacted immediately, and will find the individual(s) in order to establish the nature of their presence in Camp.
 - C. If necessary, the ranger will escort the individual(s) to the main office or call on the radio for input from the manager on-duty.
7. Activity areas and/or equipment, including, but not limited to the archery range, the horsemanship facilities, the go-cart track, the spring swimming area, and the River Ranch Water Park, are off-limits when Camp Kulaqua staff are not present.

Supervision

All groups with children under 18 who are unaccompanied by a parent or guardian are advised to meet the following minimums for staff-to-camper ratios:

Camper age	Number of Staff	Overnight Campers	Day-Only Campers
5 years and younger	1 staff	5 campers	6 campers
6-8 years	1 staff	6 campers	8 campers
9-14 years	1 staff	8 campers	10 campers
15-18 years	1 staff	10 campers	12 campers

The staff used to meet the above staff-to-camper ratio, should meet the following requirements:

- A. At least 80% of the staff are 18 years of age or older.
- B. All staff is at least 16 years of age and at least two years older than minors with whom they are working.

Camp Kulaqua recommends for all user group staffing with responsibility for or access to campers to be properly screened prior to camp. Please check with your local officials for suggested screening policies and procedure when responsible for campers.

Camp Kulaqua also recommends that groups attending implement the rule of 3 (as a minimum) whenever they aren't in public areas. This means avoiding having 1 adult to 1 camper in private areas such as housing, showers, bathrooms, etc. We recommend groups have at least 2 adults to 1 camper or 1 adult to 2 campers whenever not in public areas.

Healthcare

Camp Kulaqua does not provide healthcare for groups. It is recommended that each group have their own healthcare specialist such as a doctor or nurse. If that is not possible, groups are advised to at least meet the following minimums:

- A. Groups with families are advised to have at least an adult on duty that holds an age appropriate CPR/AED certification from a nationally recognized provider.
- B. Groups with children under the age of 18 who are unaccompanied by a parent or guardian are advise to have at least one adult on duty who has both CPR certification and first aid certification from a nationally recognized provider.

All groups are advised to provide their own first aid supplies and to keep all their own medications (both prescription and over-the-counter) stored under lock except when in the controlled possession of the person responsible for administering them.

Health Information

Group leaders are advised to gather the following information:

1. Names and addresses of all participants.
2. Emergency contact names and numbers.
3. A listing of any persons with known allergies or health conditions requiring treatment, restrictions or other accommodation while on site.
4. For minors without a parent on site, sign permission to seek emergency treatment or a signed religious waiver.

Emergency Transportation

EMS services are available to the Camp 24 hours a day, 7 days a week, year round provided by Alachua County Fire & Rescue. Response time averages 3-5 minutes to the camp. They can be reached by simply dialing 911. The manager or ranger on-duty will call if needed, or the group leader or one of their staff can call. If someone from the group makes a call, please notify the manager or ranger on-duty as soon as possible.

Local Healthcare Specialists and Facilities

1. CareSpot, 3925 NW 43rd St, Gainesville, FL (352) 480-0871
2. North Florida Regional Medical Center, W Newberry Road, Gainesville, FL
(352) 333-4000

Emergency Procedures

The following emergency procedures have been established at Camp Kulaqua.

Emergency Coordinator: The Emergency Coordinator is the only person authorized to activate and manage an emergency procedure. Depending on the situation, this person may be the Administrative Camp Director, the Manager, or Ranger on-duty.

The signal for an emergency is the main camp siren:

1. **Continuous Siren** = Meet on the ball field for line call (missing camper, fire evacuation)
2. **Intermittent Siren** = Get into and stay in the closest building (strong weather, escaped animal)

Animal Emergencies

In the event a dangerous animal gets loose, an intermittent siren will sound. All campers and staff should get into the nearest building and wait until the all-clear signal is given.